

10/31/95

# AGREEMENT

*between*

**THE REGENTS OF THE UNIVERSITY  
OF MICHIGAN**



*and*



**THE UNIVERSITY OF MICHIGAN  
HOUSE OFFICERS ASSOCIATION**

Michigan State University  
LABOR AND INDUSTRIAL  
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**Effective May 7, 1993**

**Expires October 31, 1995**

*Michigan University*



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- 1 The Regents of The University of Michigan, hereinafter called the "employer", and The University of Michigan House Officers Association, hereinafter called the "Association", enter into the following agreement this 7th day of May 1993, which amends the collective bargaining agreement executed on January 5, 1990 and which collective bargaining agreement, as amended and fully bargained, settles and contains all matters with respect to wages, benefits, and hours and other terms and conditions of employment for the term of the agreement:

## ARTICLE I

### RECOGNITION AND DEFINITIONS

#### SECTION A. DESCRIPTION OF UNIT

- 2 The employer recognizes the Association as the sole and exclusive bargaining representative for the purposes of collective bargaining in respect to wages, hours and other conditions of employment for all employees in the following bargaining unit:

All House Officers employed by the Regents of The University of Michigan possessing the equivalent of a minimum of an M.D., D.O., or D.D.S. degree, EXCLUDING pharmacy interns, dietetic interns, physical and occupational therapy trainees, nurse anesthetist trainees, chaplaincy interns, and all other employees.

#### SECTION B. DEFINITIONS

- 3 The terms "employee" and "employees" used in this Agreement (except where the context indicates otherwise) shall mean a House Officer or House Officers and only identifies those individuals within the bargaining unit

described in Section A.

- 4 A House Officer shall be a physician or dentist who is in a recognized training program and whose normal duties, under the direction of either the attending, courtesy, and/or honorary staff, are to admit patients to the hospital, diagnose or treat patients, and assume all the functions and responsibilities of the House Officer staff including, when appropriate, emergency case service and consultation assignments. House Officers, collectively, shall be known as the House Officer Staff.

## ARTICLE II

### EMPLOYER RIGHTS

- 5 All employer rights, powers, discretion, authority, and prerogatives are retained by and shall remain exclusively vested in the employer, except as clearly and specifically limited by this Agreement.

## ARTICLE III

### NON-INTERFERENCE

- 6 The Association and its officials will not cause, support, encourage, or condone, nor shall any employee or employees take part in any concerted action against or any concerted interference with the operations of the employer, such as the failure to report for duty, the absence from one's position, the stoppage of work, or the failure, in whole or in part, to fully, faithfully, and properly perform the duties of employment. Nothing in this paragraph shall be construed to limit individual participation in an activity that is unrelated to the employment relationship.

7 In the event of any such action or interference, and on notice from the employer, the Association, through its officials, will immediately disavow such action or interference and act affirmatively to prevent or bring about the termination of such action or interference by instructing any and all employees to cease their misconduct and informing them that this misconduct is a violation of the Agreement, subjecting them to disciplinary action, including discharge.

8 If the Association, through its officials, performs its obligations as set forth in this Article, the employer agrees that it will not file or prosecute any action for damages against the Association or its officials. Nothing herein, however, shall preclude the employer from proceeding against any employee involved in such action or interference.

#### ARTICLE IV

##### NON-DISCRIMINATION

9 The employer and the Association agree that there will be no discrimination in the application of this Agreement because of race, creed, color, national origin, age, disability, sex or sexual orientation. Also see Memorandum of Understanding, paragraph 183.

10 Nothing in this Article shall be construed to prevent an employee alleging discrimination from exercising constitutional or statutory rights which may be available.

## ARTICLE V

### ASSOCIATION DUES AND REPRESENTATION-SERVICE FEES

#### SECTION A.

- 11 The parties recognize that the proper negotiation and administration of collective bargaining agreements and the fulfillment by the Association of its statutory duty of representation entail expenses which are appropriately shared by all employees who are beneficiaries of such agreements. To this end, in the event an employee shall not join the Association, the employee nevertheless shall tender to the Association a representation-service fee, which fee shall be in an amount not to exceed the employee's pro rata share of the Association's cost of negotiating and administering the collective bargaining agreement. Tender of membership dues or the representation-service fee shall be a condition of employment for employees hired on or after June 1, 1975. If the amount of the representation-service fee is formally challenged by a House Officer, the Association shall have the sole burden of establishing the legal validity of the fee. The University shall not be obligated to terminate such employee's employment until the formal challenge has been resolved as long as the formal challenge is being pursued through a procedure provided by the Association or through such other procedure as may be available to either the House Officer or the Association. Such membership dues or the representation-service fee can be tendered or paid to the Association either as provided in Article VI, Check-Off of Association Dues or Representation-Service Fee, or by direct cash to the Association.

SECTION B.

- 12 No employee shall be terminated under Section A of this Article unless;
- 13 1. The Association first has notified the employee by letter, explaining that the employee is delinquent in not tendering either periodic and uniformly required Association dues or fees, and specifying the current amount of such delinquency, and warning the employee that unless such dues or fees are tendered within thirty (30) calendar days, the employee will be reported to the University for termination as provided in this Article, and
- 14 2. The Association has furnished the University with written proof that the procedure of Section B1. of this Article has been followed or has supplied the University with a copy of the letter sent to the employee and notice that the employee has not complied with the request. The Association must specify further, when requesting the University to terminate the employee, the following written notice:
- 15 "The Association certifies that \_\_\_\_\_ has failed to tender either the periodic and uniformly required Association dues or representation-service fee required as a condition of continued employment under the collective bargaining agreement and that under the terms of the Agreement, the University shall terminate the employee."
- 16 Provided that the requirements of one (1) and two (2) above are met, the University shall terminate any employee who is still delinquent

on the thirtieth (30th) calendar day following receipt by the University of the satisfactory written proofs or letters and notices required by this Article unless the Association agrees otherwise. Sending the appropriate notification to the employee at their last known address shall satisfy requirement one (1).

SECTION C. INDEMNIFICATION

- 17 The Association shall indemnify and save the employer harmless from any and all claims, demands, suits or any other action arising from this Article.

ARTICLE VI

CHECK OFF OF ASSOCIATION DUES OR  
REPRESENTATION-SERVICE FEE

- 18 During the term of this Agreement, and as provided in this Article, the employer will deduct Association dues or the representation-service fee from the salary, if any, of each employee who voluntarily executes and delivers to the employer the following deduction authorization form on a form provided by the employer only:

VOLUNTARY AUTHORIZATION FOR  
DEDUCTION OF ASSOCIATION DUES  
OR REPRESENTATION-SERVICE FEE

- 19 I, \_\_\_\_\_ authorize the University to deduct from salary earned or to be earned by me, membership dues \_\_\_\_\_ or representation-service fee \_\_\_\_\_ (check one) as certified to the University by the Treasurer of the Association at such time and in such manner as may be agreed upon between the University and the Association.



20 This authorization and direction shall remain in effect from year to year during the period of my employment in the bargaining unit, unless revoked by written notice by me to both the University and the HOA during the month of June in any year. Such revocation to be effective with the month of July.

\_\_\_\_\_  
Soc. Sec. #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date of Signing

\_\_\_\_\_  
Date Delivered to  
Employer

21 The following certification form shall be used by the Association when certifying membership dues or representation-service fee;

CERTIFICATION OF TREASURER OF ASSOCIATION

22 I certify that the membership dues for employees in the bargaining unit is \$\_\_\_\_ and that the representation-service fee for employees in the bargaining unit is \$\_\_\_\_ for the period of July 1 through June 30.

Date\_\_\_\_ Signature\_\_\_\_  
Treasurer of Association

Date of Delivery to University\_\_\_\_\_

23 Such written certification must be delivered to the University no later than June in any year to become effective in the following July through June period.

- 24 Payroll deductions shall be one-fourth (1/4) of the certified dues or representation-service fee and shall be taken from each of the first four (4) monthly pay checks received after July 1 and before July 1 of the next succeeding year, provided, however, the initial deduction for any employee shall begin with the calendar month following the calendar month both (1) a properly executed "Voluntary Authorization for Deduction of Association Dues or Representation-Service Fee" and (2) the amount of the membership dues or representation-service fee certified by the Treasurer of the Association have been delivered to the University at a place designated by the University.
- 25 In the event that there are not sufficient months to take four (4) deductions, the amount deducted for each remaining month nevertheless shall be one-fourth (1/4) of the certified amount.
- 26 Remittance of amounts deducted shall be made to the Treasurer of the Association and at an address given to the employer by the Association by the fifteenth (15th) of the month following the month of deduction, together with a list of names and the amount deducted for each employee for whom a deduction was made.
- 27 The employer shall not be liable to the Association for the remittance or payment of any sum other than that constituting actual deductions from salary.
- 28 The Association shall indemnify and save the employer harmless from any liability resulting from any and all claims, demands, suits, or any other action arising from compliance with this Article, or in reliance on any notice or authorization furnished under this Article.

29 The Association specifically agrees to make whatever adjustments are necessary directly with any employee who may, as a result of this deduction procedure, pay more or less than the Association's annual dues or representation-service fee requirements.

30 Notwithstanding the execution and delivery of the Voluntary Authorization for Deduction of Association Dues or Representation-Service Fee form set forth above prior to the execution date of this agreement, an employee may execute and deliver a new voluntary authorization changing the authorization from membership dues to representation-service fee, provided such new authorization is delivered to the employer within the sixty day period following the execution date of this agreement.

31 The employer shall provide a "Voluntary Authorization for Deduction of Association Dues or Representation-Service Fee" form to each new employee at the time of orientation or at any other time when orientation materials are provided.

## ARTICLE VII

### QUARTERLY LISTINGS

32 The employer shall furnish the Association a quarterly list, beginning with information available from computer files as of August 31, of the names, social security numbers, addresses, classification titles, departments, dates of birth, and the full-time equivalent salary rate of all employees paid by the employer. The employer annually shall furnish the Association a copy of the names and home telephone numbers that are provided by the employees to the employer and at quarterly intervals thereafter shall furnish any reported telephone number changes. The Association

shall retain such information in confidence and disclose it only to those whose Association duties, or duties on behalf of the Association, require them to have such information.

33 The University Hospital Paging Service, upon the individual written request of an employee, will not disclose the home address or the phone number of the employee to anyone other than those who need the information to carry out the duties and responsibilities of the employer. In the event of such a request, calls received during an employee's off duty hours, other than those set forth above, will be referred to the appropriate medical service.

33a Upon the request of an employee required to have and use a pager, and with the written approval of the employee's Department Chair, or designee, the employer will provide a pager with a range capacity sufficient to meet the needs of the employee. In no case, however, need the pager exceed a forty-five mile range. In addition, the paging service will, upon request from a House Officer, connect a House Officer with business calls from outside the Hospitals.

34 The University and the Association will collaborate on a mutually agreeable mechanism to reimburse House Officers for long distance phone calls made to patients from home, and will address the issue of long distance phone call capability in the Operating Rooms. This mechanism will be effective no later than six (6) months from the execution date of this Agreement.

35 The employer and the Association agree to be equally responsible for the cost of printing and the distribution of this agreement to employees. The employer shall provide a copy of this booklet to each new employee and to all

present employees. The employer shall make a copy available to prospective employees upon request.

## ARTICLE VIII

### BULLETIN BOARDS

36 The employer shall provide the Association with bulletin board space designated for its exclusive use in not less than twelve (12) mutually agreeable areas for the purpose of posting Association notices. Such space in each location shall be sufficient to hold four (4), eight (8) inch by eleven (11) inch notices. Such notices shall be signed by a responsible officer of the Association, and although not limited to the following notices, they shall be of that type:

- 37 a. Association meetings;
- 38 b. Association elections and appointments;
- 39 c. Results of Association elections;
- 40 d. Recreational and social events of the Association;
- 41 e. General communication relevant to the Association's role as a collective bargaining agent.

42 These bulletin boards are the exclusive means for communicating written materials to the employees by the Association. As such, the employer's internal information and mail distribution system is not available for use by the Association, except that the Association may hand-deliver and place its newsletter or similar communication in a House Officer's in-basket.

- 43 In the event of a dispute concerning the appropriateness of material posted, the President of the Association will be advised of the nature of the dispute. If the dispute is not resolved within forty-eight (48) hours, the notices will be removed until the dispute is resolved.

## ARTICLE IX

### STAFF REDUCTION

- 44 After commencing work, an employee shall not be laid off or terminated during the employee's current appointment year, except as provided by Article XX.

- 45 In the event of a reduction of employees or an elimination of bargaining unit positions that may affect an employee in any future appointment year, the employer shall notify the Association and employees who could be affected as soon as practicable after the employer has reason to believe the change may be implemented. In the event of application of this paragraph, the employer would make every effort to provide notification by November 1, prior to a July 1 reduction. The Association shall have the opportunity to advise the employer of its position in regard to any such reduction of employees or elimination of positions prior to its implementation when this is possible.

## ARTICLE X

### COMMITTEE MEMBERSHIPS

#### SECTION A. COMMITTEES

- 46 The following committees or their respective substitutes, as long as such committees exist, shall include one employee member designated by

the Association or as designated pursuant to the Medical-Dental Staff By-laws:

- 47
- 1.Executive Committee on Clinical Affairs
  - 2.Ambulatory Care Committee
  - 3.Bylaws Committee
  - 4.Cardiopulmonary Resuscitation Committee
  - 5.Cerebral Death Determination Committee
  - 6.Credentials Committee
  - 7.Disaster Committee
  - 8.Ethics Committee
  - 9.Executive Committee for C.S. Mott Children's, Women's and Holden Perinatal and Child and Adolescent Psychiatric Hospitals (Maternal and Child Health Center)
  - 10.Hospitals' Quality Management Committee
  - 11.Infection Control Committee
  - 12.University of Michigan Hospitals Operating Room, Post-Anesthesia Care Unit, and Delivery Room Committee (UMH OR Committee)
  - 13.Pharmacy and Therapeutics Committee
  - 14.Tissue and Invasive Procedures Committee
  - 15.Transfusion Committee

48 Additional employee members of a committee may be included at the discretion of the committee chairman. The Chairperson of the specific committee will have input on House Officer selection to his/her specific committee. Such additional members may be designated by the Association. The Association reserves the right for final selection for each committee when the House Officer committee member will in general serve as an Association representative.

49 In the event that a new committee is established, the employer and the Association, by mutual agreement, may include an employee member designated by the Association on the new committee.

50 The Association, through its President, shall furnish the employer with the names of the employee member or members of each committee and shall promptly notify the employer of any changes.

51 It is understood that when a committee agenda includes a subject concerning the employer's relationship (existing or potential) with any union, or involves the administration of any collective bargaining agreement or wages or benefits for employees, whether or not members of this bargaining unit, House Officers in attendance may be excused from that portion of the committee meeting by the Chair of the Committee.

52 Minutes and communications of listed Standing Committees will be forwarded to the Association Administrator.

#### SECTION B. INFORMATION SYSTEMS

53 There will be House Officer involvement in the design, implementation, and future modification of the Patient Care Information System and other information systems that affect House Officers.

#### ARTICLE XI

#### CONFERENCES

60 At the request of either the Association or the employer, conferences shall be held for the purpose of considering matters of mutual interest, other than complaints or grievances under consideration in the Complaint, Grievance and Arbitration Procedure.

61 All such conferences shall be arranged on a timely basis through the President of the Association, and his/her designated



representative, and a designated representative of the University Personnel Office. It is understood that any matters discussed, or any action taken pursuant to such conferences, shall in no way change or alter any of the provisions of the collective bargaining agreement, or the rights of either the employer or the Association under the terms of the Agreement unless otherwise mutually agreed.

- 61a The University and Association bargaining teams agree to meet quarterly during the term of this Agreement to address issues of mutual concern related to the Agreement. The President of the Association and the Manager of Staff and Union Relations will meet as often as necessary and will develop jointly the agenda for the quarterly meetings.

## ARTICLE XII

### PATIENT CARE AND WORK ENVIRONMENT

- 62 The employer has the authority and obligation to make available high quality medical and dental care for patients and to provide and maintain a suitable environment for the practice of medicine for the employees covered by this Agreement. In this regard, the employer agrees to make reasonable efforts to continue to improve that care and environment.
- 63 The employees covered by this Agreement have the responsibility and obligation to provide high quality medical and dental care for patients within the resources and environment made available by the employer.

64 In implementation of the above, the parties agree as follows:

SECTION A. SUPPORTING STAFF

65 1. High quality medical and dental care requires the combined, coordinated and inter-disciplinary efforts and services of a variety of personnel and the specific identification and assignment of tasks required for proper patient care to certain categories of personnel, to the exclusion of other categories, is not practical nor in the best interest of good patient care. It is understood, however, that House Officers, as employees are not normally required to function as clerks, messengers, or custodians. However, House Officers may occasionally be required to perform these functions when no other employees responsible for these services are available. But in no event shall a House Officer be required to perform such functions on a regular and recurring basis for substantial periods of time. The question of whether an individual House Officer is being required to function to this extent as a clerk, messenger or custodian may be the proper subject of the Complaint, Grievance, and Arbitration Procedure.

66 In addition and when a House Officer is required or decides, on the basis of direct assignment or in the exercise of professional judgment and in the best interest of good patient care, to perform the principal duties of hospital-related job classifications, whether professional or non-professional, but the House Officer believes the task should be performed by another category of personnel because the time involved in the performance of

the task prevents the House Officer from delivering other important medical care on a timely basis, the following procedure should be utilized by the House Officer.

Following completion of the task,

- 67 a. Immediately contact the House Officer's Department Chairperson, or designee, who will make a decision on the appropriateness of the direct assignment or the House Officer's exercise of professional judgement,  
  
or at the option of the House Officer,
- 68 b. Immediately complete the Incident Report For House Officers form provided by the employer and submit to the Chairperson of the Employer's Review Committee. Such report will summarize the nature of the problem. The Chairperson will promptly investigate the problem and respond in writing to the House Officer with a copy also being forwarded to the Association. Where it is alleged and confirmed that an individual has failed to perform, the employer will take corrective action. A conference will be arranged as provided in Article XI if requested by the Association or is deemed necessary by the Chairperson of the Employer's Review Committee.
- 69 c. The employer will instruct those responsible for the activities on the patient care units to enforce the prohibition against the use of televisions or radios not equipped with pillow speakers or ear jacks.

## SECTION B. WORK ENVIRONMENTS

- 70 1. The House Officer lounge currently provided, or one of comparable size and with comparable furnishings, will be maintained by the employer. The lounge will be cleaned daily.
- 71 2. On the Internal Medicine Service 6 level of Main Hospital, within existing space currently assigned as conference room space, two desks, two telephones with long distance lines and dictating equipment will be maintained. In the event of space reassignment, the Association will be advised of the change.
- 72 3. It is the University's intention to make a bed available for every House Officer who is required to be on "in-house" call. To this end not less than twenty-eight (28) on-call rooms, with telephone and lockable doors, which accommodate not more than two (2) individuals per room, except that one room will accommodate not more than three (3), will be provided. The number of beds per room can be modified by mutual agreement between the employer and the Association. All rooms shall be cleaned daily with sheets, blankets, towels, wash cloths and soap provided. It is understood that these rooms are for the priority, but non-exclusive, use of House Officers when in an on-call status. It is understood, however, that these rooms are not for the exclusive use of employees, but that they are also available for medical students and instructional staff. A list of these rooms, and any changes, will be provided to the Association by the employer. All changes will be reasonably comparable.

A current listing is attached to this Agreement as Appendix B. In addition, accommodations for female locker room and shower facilities will be maintained. Any changes to these facilities will be reasonably comparable. In addition to the rooms listed in Appendix B, the office/sleep rooms listed in Appendix C will be maintained during the term of this Agreement. It is understood that the current day time utilization of these rooms will be preserved. It is also understood that these rooms will be available for House Officers to sleep in at night, while taking "in house" call. These rooms will also be cleaned daily.

- 73 4. The employer will continue to clearly identify a partitioned space in the Hospital cafeteria as reserved for medical staff.
- 74 5. The employer, whenever reasonable and within the ninety (90) day period following the execution date of this Agreement, will place equipment and supplies in a consistent manner in each "clean room". Shelves will be labeled and an index available identifying the location of the equipment and supplies available in each "clean room".

#### SECTION C. SAFE ENVIRONMENT/SAFE PRACTICE

- 74a The University is committed to providing state of the art safety equipment in the Operating Rooms and Emergency Services. Education will be provided annually to House Officers on the availability and use of equipment through departmental teaching program. House Officers commit to using the safety equipment provided.

74b The University will post protocols for needle sticks and other exposures on the Nursing units, the operating rooms, the emergency room, angiography suites, and in other hazard areas.

74c The University will provide available safety and security information and training, as requested by the Association or as deemed appropriate by the University. Hospital Security Services will offer personal safety and violence management training, as requested by the Association.

#### SECTION D. REFERRALS AND OTHER MATTERS

75 Recognizing that the improvement of patient care, work environment, and education often involve complex interactions, the appropriate committee(s) and the conferences provided in Article XI are the proper, but non-exclusive, forums for consideration of these matters.

#### ARTICLE XII-A

#### SUPPORTIVE AND ANCILLARY SERVICES AND OTHER MATTERS

76 The University Hospital recognizes that its physicians provide care for patients having some of the most difficult medical problems in the State. It recognizes that the bulk of this care is delivered by the House Officers, along with the attending staff, who are licensed physicians. It also recognizes that the quality of patient care is directly related to the supportive and ancillary services.

77 Supportive and ancillary services are those services commonly provided by hospitals which free physicians from non-physician tasks and permit them to devote the bulk of their time to providing patient care.

77a In this connection, the Executive Director's House Officer Advisory Committee, comprised of at least the Hospitals' Executive Director, the Senior Associate Director, the Chief of Clinical Affairs, the Executive Associate Dean, the Chief Resident from each service and three HOA representatives, has been established. This Committee provides an important avenue for exchange of ideas and forum for discussion of concerns between the Association and the Hospitals' Executive Director. Included within the charge of this committee are such matters as (1) ancillary services; (2) issues related to work and work environment of the House Officer; and (3) new issues related to cost containment specifically as they have an impact on patient care and additional work responsibilities for House Officers. Presentation of proposed major Medical Center budgetary changes will be a standing agenda item. The Executive Director and Association President shall prepare the agenda. The Committee will meet monthly or as often as the agenda requires.

## ARTICLE XIII

### VACATIONS

#### SECTION A. LENGTH OF VACATION

- 78 1. Except as provided in 2 and 3 of this Section, employees shall be entitled to one month of vacation, during each vacation period, including vacation or pay in lieu of vacation received from an affiliated hospital or other facility or person, provided, however, if a full month is not taken as vacation but is divided into two or more vacations, the total number of calendar days of vacation shall be no less than twenty-eight (28) nor more than thirty-one (31).

- 79 2. A House Officer I shall be entitled to two calendar weeks of vacation. In the event that a House Officer I begins employment and attends orientation prior to July 1, they will receive a corresponding amount of time off with pay. This pay will be calculated by multiplying the number of days spent working prior to July 1 by the House Officer I annual rate divided by 365. This provision will become effective for those House Officer I's appointed approximately one week prior to July 1, 1981.
- 80 3. An employee whose national accrediting body training program requirements or non-University sponsor prescribe the amount of time off for vacation shall be entitled to that amount of vacation.

#### SECTION B. VACATION PAY

- 81 Time off for vacation shall be without loss of pay, except for the following option. An employee who has received pay in lieu of vacation from an affiliated hospital or other facility or person has the option of:
- 82 1. Taking vacation, i.e., time off without pay from the employer equal to the number of day's pay he/she received in lieu of vacation or
- 83 2. Reducing his/her length of vacation from the employer, as provided in Section A, in an amount equal to the number of day's pay he/she received in lieu of vacation.



SECTION C. ASSIGNMENT OF VACATION

84 Vacation shall be scheduled to meet the requirements of the employer on a departmental basis with due consideration given to the employee's wishes as to time and duration. The actual scheduling of vacations shall be the responsibility of the department chairman or equivalent level of supervision. Such vacations will be scheduled as a regular and routine part of service assignments over the course of the year. Vacations are not cumulative and can only be taken during the current vacation period. Nothing herein shall be interpreted to limit vacation entitlement as outlined in this Article under Section A., Length of Vacation.

SECTION D. DEFINITIONS

85 For the purposes of this Article, the following definitions shall apply:

- 86 1. A month is defined as either a calendar month or a period of time running from any date in a calendar month through the next preceding date in the next calendar month (e.g. January 15 through February 14).
- 87 2. A day shall be a calendar day. When necessary to compute a day's pay, it shall be 1/365 of the employee's annual salary rate at the time a deduction is taken.
- 88 3. Vacation period is from July 1 through June 30.

ARTICLE XIV

HOLIDAY PAY

89 In the event that a House Officer is scheduled to work, and works for a twelve (12) hour period on a holiday, he/she will receive an additional 1/365 of annual salary for each holiday worked or, at the discretion of the Service Chief, be scheduled off work on an alternate day within the holiday month. For purposes of this provision only, the holiday period will commence at 8:00 a.m. on the calendar date of the holiday and will continue for the twenty-four (24) hour consecutive period until 8:00 a.m. the day after the holiday.

90 For the purposes of this Article, the holidays are as follows:

- 91
1. New Years Day (January 1)
  2. Memorial Day (Last Monday in May)
  3. Independence Day (July 4)
  4. Labor Day (First Monday in September)
  5. Thanksgiving Day (Fourth Thursday in November)
  6. Day after Thanksgiving
  7. Christmas Eve (December 24)
  8. Christmas Day (December 25)
  9. New Year's Eve (December 31)
  10. Employee Birthday

92 If the birthday falls on another holiday, it shall be observed on another day mutually agreeable to the employee and his/her department chairperson or equivalent level of supervision.

92a Any employee may substitute up to two (2) holidays of the employee's own choice for any of the holidays designated above, within any July 1 to June 30 period. The Program

Directors will establish deadlines by which substitution requests must be submitted. In such a case, the provisions of this Article shall apply to the substituted holiday and not the holiday designed above.

Every effort shall be made to honor the requests for the religious requirements by House Officers for observances of religious holidays.

#### ARTICLE XV

##### BEREAVEMENT PAY

- 93 In the event of the death of an employee's spouse, or the son, daughter, parent, grandparent, brother, sister, grandchild (or spouse of any of them), of either the employee or his/her spouse, any other related person living in the employee's household, or a significant other non-related person living in the employee's household, an employee shall be granted time off work without loss of pay. The amount of time off work with pay shall be only that which is required to attend the funeral and/or make arrangements necessitated by the death, but in no event shall it exceed three (3) work days. If additional time off is needed, the employee may request the use of available vacation time.

#### ARTICLE XV-A

##### JURY DUTY

- 93a Whenever a House Officer is called for jury duty, he/she will not experience any loss in salary or benefits. At the House Officer's request, the department will provide a letter requesting deferral. It is recognized that jury duty service may require an extension of the House Officer's training program, depending

on the time away from work.

## ARTICLE XVI

### LEAVES OF ABSENCE

#### 94 SECTION A. MILITARY

A House Officer, who is in good standing and who informs his department chairperson (or equivalent level of supervision) that he intends to continue his current residency program at the University, shall be granted a leave of absence without pay for the period of required active duty when he (1) is inducted for active duty military service through the selective service system or (2) volunteers for active duty military service rather than being inducted or (3) is assigned to alternate service through the selective service system in lieu of being inducted. Following such a leave of absence, the House Officer, who receives a certificate of satisfactory completion of service, applies for reinstatement within ninety (90) days after release from active duty, and is still qualified to perform as a House Officer, shall be returned to House Officer responsibilities and duties at the appropriate House Officer level. Such return shall be at substantially the same point in time as the date of departure and continue at least until the following June 30, provided performance during this period is satisfactory.

#### SECTION B. PERSONAL

95 At his/her request, a House Officer may be granted a leave of absence without pay at the discretion of his/her department chairperson (or equivalent level of supervision).

96        However, pregnant House Officers will be provided one month leave with pay. This period of paid time, if requested by the House Officer, is to be used during the 30 day period immediately preceding delivery or immediately following delivery of the child. Irrespective of when the time is used, it is to be taken for a consecutive period of time and will not exceed 30 days. During the last trimester of pregnancy and for two months post-partum, overnight call will not be scheduled.

#### SECTION C. CHILD CARE LEAVE

97        Following the birth of an employee's child or following the adoption of a child under age six (6), a House Officer who is in good standing and informs his/her department chairperson (or equivalent level of supervision) that he/she intends to continue his/her residency program at the University, shall be granted a leave of absence without pay for not more than five (5) months.

#### ARTICLE XVII

#### BENEFIT PLANS

98        Each plan shall be as provided by the employer and may be amended, but not eliminated. In the event of changes in benefits, the Association will be notified prior to the effective date of the change. If, during the term of this Agreement, domestic partner benefits are extended to any other employee group, they will also be extended to employees in this bargaining unit.

99        During the term of this Agreement and consistent with the terms of each plan, the following University Group Benefit Plans shall be available to the extent provided in this Article:

#### SECTION A. HEALTH INSURANCE

100 During the term of this Agreement no less than the Michigan Blue Cross/Blue Shield and the United of Omaha Major Medical Schedule of hospital and medical benefits in effect at the execution date of this Agreement will be provided and maintained.

101 During 1993, the employer will contribute up to \$351.90 per month for the coverage selected by each employee. Thereafter, if the employer increases its monthly contribution for University staff not represented by a labor organization, it will increase its monthly contribution for employees in the bargaining unit in the same manner and to the same extent.

102 If, during the term of this Agreement, a federal or state law is enacted which requires the payment of taxes or premiums to either the federal or state government or another entity for hospital or medical benefits for employees, the University may make such adjustments in the schedules of benefits provided by this Article to avoid duplication of benefits. In addition, any such taxes or premiums paid by the University shall be included in the total dollar limitation provided in this Article.

#### SECTION B. GROUP LIFE INSURANCE

103 During the term of this Agreement, a group life insurance plan will be provided and maintained for employees. The amount of insurance available will be no less, and the amount of monthly employee contribution will be no more than the following:

	<u>Full-Time Annual Rate</u>	<u>Amount of Insurance Full-Time Employees</u>	
		<u>Less than Age 40</u>	<u>Age 40, but less than Age 50</u>
104	\$29,500 but less than \$33,499	\$100,000	\$ 83,000
105	\$33,500 but less than \$37,499	\$111,000	\$ 93,000
106	\$37,500 but less than \$41,499	\$123,000	\$103,000
107	\$41,500 but less than \$45,449	\$135,000	\$113,000

	<u>Full-Time Annual Rate</u>	<u>Monthly Employee Contribution</u>		
		<u>Less than Age 30</u>	<u>Age 30 but Less than Age 40</u>	<u>Age 40 but Less than Age 50</u>
108	\$29,500 but less than \$33,499	\$10.00	\$15.00	\$20.75
109	\$33,500 but less than \$37,499	\$11.10	\$16.65	\$23.25
110	\$37,500 less than \$41,499	\$12.30	\$18.45	\$25.75
111	\$41,500 but less than \$45,499	\$13.50	\$20.25	\$28.25

112 A House Officer, who is paid directly from an outside source and in addition is paid by the employer consistent with sub-paragraph 1 of Section A of Article XXIII, will be eligible for an amount of life insurance determined by the combined payments.

SECTION C. TRAVEL ACCIDENT INSURANCE

113 During the term of this Agreement, the Plan shall be without cost to the employee and no less than the following will be provided and maintained:

- 114 1. The amount of the principal sum of insurance for full-time employees shall be \$50,000 or five (5) times full-time annual rate, whichever is more, except as the amount may be reduced proportionately by a catastrophic accident.
- 115 2. The principal sum will be paid for loss of life or any two members (hand, foot, or sight of one eye).
- 116 3. One half the principal sum for loss of any one member.
- 117 4. Disability benefits.

SECTION D. PROFESSIONAL LIABILITY INSURANCE

118 Professional liability insurance will be provided and maintained throughout the statute of limitations for claims filed for professional activities undertaken in the scope of employment, assigned by the employer.



SECTION E. DISABILITY PLAN

- 119 1. Post House Officer Appointment - An employee, who becomes a regular staff member immediately following completion of service in this bargaining unit, or following continued training under a recognized training grant (e.g., N.I.H.), will have continuous years of service in this bargaining unit and the period of training, count toward the continuous service requirement of the University's Disability Plan, provided, however, that a recommendation to become a regular staff member following the training has been approved in writing by the appropriate department chairperson or equivalent level of supervision prior to the beginning of the continued training. In addition, the period of such training will count towards the continuous service requirement for an employee who returns to the bargaining unit immediately following completion of the training.
- 119a 2. House Officer Plan - Effective July 1, 1993 and continuing during the term of this Agreement, the University will provide Long Term Disability coverage for House Officers consistent with the Provident Accident & Life Plan discussed by the parties. In addition, if during House Officer's employment, he/she is determined to be qualified for coverage under this Plan, any waiting period will be funded by the University. Any remaining legal issues will be resolved by representatives of the Provident and the University.

## SECTION F.

- 120 No matter concerning the terms of any of these plans with the exception of the House Officer Long Term Disability Plan, shall be subject to the Complaint, Grievance, and Arbitration Procedure of this Agreement, except for questions concerning the specific provisions of this Article.

### ARTICLE XVIII

#### EXTRACURRICULAR MEDICAL PRACTICE

- 121 A House Officer shall be permitted to engage in outside medical practice which is not part of a University-approved program, provided such practice does not interfere in any way with the responsibilities, duties and assignments of the training program of the University of Michigan Medical Center. Extracurricular medical practice, which requires that the House Officer assume continuing responsibility for patients, will interfere with his/her responsibilities at The University of Michigan Medical Center and is therefore not permissible. It is understood that House Officers engaged in outside medical practice which is not a part of a University-approved program are not covered by the employer's professional liability insurance.

- 122 Whenever approval of a University-approved program is withdrawn, the Association will be given written notice of the withdrawal as soon as possible after the decision is made, but in any event, prior to the effective date.

### ARTICLE XIX

#### SAFETY

- 123 The employer will continue to provide for the safety of employees during the periods of

provision, the grievance procedure should be utilized as soon as possible.

## ARTICLE XX

### DISCIPLINE

124 The employer shall not discharge or take other disciplinary action without just cause.

125 A grievance which concerns this Article shall begin at Step Three of the Complaint, Grievance, and Arbitration Procedure, provided it is submitted in writing at Step Three within thirty (30) calendar days after receipt by the employee of the employer's written notification of the disciplinary action.

126 Notwithstanding anything in this Article, whenever a House Officer is suspended, terminated or not reappointed to a residency training program the House Officer will be promptly informed of the specific reasons for the action. Matters of suspension or termination from, or appointment or non-reappointment to, a residency training program shall remain within the exclusive discretion of the University and shall not be subject to the Complaint, Grievance, and Arbitration Procedure Article. Matters of professional conduct shall be subject to the provisions of the Bylaws, Rules, and Regulations of the Medical/Dental staff of the University of Michigan and as they may be amended from time to time. In the event proceedings are instituted under Article VIII of the Bylaws, Rules and Regulations, the Association shall be notified. No matter concerning professional conduct shall be subject to the Complaint, Grievance, and Arbitration Procedure Article, except for a question as to whether the procedure set forth in the Bylaws was followed. Also see Dispute Resolution Memorandum of Understanding.

127 Whenever practicable, House Officers will receive notice of non-reappointment in accordance with the following: In his/her first year of training by March 1 of the current appointment year, and in subsequent years of training by January 1 of the current appointment year.

127a It is employer's intent through the appropriate responsible individual(s), to discuss unsatisfactory work performance and expectation with an affected House Officer whenever such performance becomes known to the responsible individual(s).

## ARTICLE XXI

### COMPLAINT, GRIEVANCE, AND ARBITRATION PROCEDURE

#### SECTION A. DEFINITION OF GRIEVANCE

128 A grievance is a disagreement, arising under and during the term of this Agreement, between either (1) the employer and any employee concerning (a) his/her employment and (b) the interpretation or application of the provisions of this Agreement or (2) the Association and the employer concerning the interpretation and application of this Agreement on a question which is not an employee grievance or which concerns more than one employee, and involves a common fact situation and the same provision(s) of the Agreement.

#### SECTION B. DEFINITION OF COMPLAINT

129 A complaint includes a grievance as defined in Section A, but is also any other disagreement, arising under and during the term of this Agreement, between the employer and an employee or the Association concerning employment.

SECTION C. ASSOCIATION COMPLAINT FILING

- 130 In the event that the Association has a complaint, it shall begin at Step Three of the grievance procedure, provided the written complaint is received by the employer's Review Committee within twenty (20) calendar days following knowledge of the facts giving rise to the complaint. Such a complaint shall be submitted by the Association president, or the president's designated representative, on behalf of the Association or on behalf of more than one employee involving a common fact situation and the same provision(s) of the Agreement.

SECTION D. REPRESENTATION

- 131 For the purpose of this Article, an Association representative may represent an aggrieved employee as provided in Section E. The Association will provide the employer with a list of representatives appointed for this purpose.

SECTION E. PROCEDURE

- 132 The following procedure shall be the sole and exclusive means for resolving complaints or grievances:

- 132a Upon written request from the Association, the employer shall provide available and relevant information which is necessary to properly process a grievance.

133 STEP ONE

An employee may bring a complaint concerning his/her employment to the attention of his/her department chairperson (or equivalent level of supervision) or his/her designee and may attempt to resolve his/her complaint with or

without the assistance of an association representative. However there shall be no resolution which is inconsistent with the terms of this Agreement.

134 STEP TWO

In order to be further processed under this Agreement, a complaint must be filed in writing within 30 calendar days following knowledge of the facts giving rise to the complaint. A written complaint must be filed with the employee's department chairperson (or equivalent level of supervision) or his/her designee by an employee or by the Association on behalf of a named employee. The Department Chairperson shall provide the Association with a written response within 14 calendar days of filing, or the discussion, whichever is the later.

135 STEP THREE

A written complaint which is not resolved at Step Two within 14 calendar days of filing or the discussion, whichever is the later, may be referred to the Employer's Review Committee by the Association. The Association may timely refer a written complaint to Step Three at any time within 10 calendar days after either the expiration of the 14 day time limit or receipt by the Association of the department chairperson's written response, if later. Any party may request discussion. The Review Committee shall provide the Association with a written response within 30 calendar days of filing of the discussion, whichever is the later.

136 STEP FOUR

A complaint which constitutes a grievance as defined in Section A and which is not resolved at Step Three within 30 calendar days of referral or the discussion, if any, may be submitted to arbitration. The Association may timely submit a grievance to arbitration any time within 10 calendar days after receipt by the Association of the Review Committee's written answer, if later.

137 In order to submit a grievance to arbitration, the Association shall file a written notice of intent to arbitrate with the Review Committee. Such notice shall identify the grievance and the issue, set forth the provisions of the Agreement involved, and set forth the rationale explaining how the Agreement has been violated and the remedy desired. If no such notice is given within the prescribed time limit, the grievance shall not be arbitrable.

138 Thereafter, the employer and the Association may attempt to select an arbitrator. If there is no mutual selection of an arbitrator within seven (7) calendar days after notice of intent to arbitrate, selection of an arbitrator will be from a panel of seven arbitrators secured from the FMCS. No later than seven (7) calendar days after receipt of the panel, the parties will select an arbitrator by alternately striking names. The order of striking will be determined by a coin toss. The remaining name will serve as arbitrator.

139 Every grievance submitted to an arbitrator for decision shall be subject to the following terms and conditions:

140 1. Either the employer or the Association or both shall notify the arbitrator of

his/her selection and upon his/her acceptance shall forward to the arbitrator a copy of the grievance, the employer's answer at Step Three, the Association's notice to the Review Committee as provided for in this section, and a copy of the Agreement. A copy of this communication, except a copy of the Agreement, shall be sent to either the employer or the Association as the case may be. In the event the arbitrator does not accept his/her selection, the selection process shall be repeated until an arbitrator has accepted selection.

- 141 2. Upon receipt of this communication, the arbitrator shall fix the time for hearing the issue or issues submitted for decision.
- 142 3. At the time of the arbitration hearing both the employer and the Association shall have the right to examine and cross-examine witnesses.
- 143 4. Upon the request of either the employer or the Association, or both, a transcript of the hearing shall be made and furnished the arbitrator, if he/she so requests, with the employer and the Association having an opportunity to purchase their own copy. The party requesting the transcript shall bear the full cost of the arbitrator's copy, unless it is mutually requested. In such a case, the cost shall be shared equally.
- 144 5. At the close of the hearing the arbitrator shall afford the employer and the Association a reasonable opportunity to furnish briefs if either party requests the opportunity.



- 145 6. The jurisdictional authority of the arbitrator is defined as, and limited to, the determination of any grievance as defined in Section A submitted to him/her consistent with this Agreement and considered by him/her in accordance with this Agreement.
- 146 7. The arbitrator shall not have any authority to add to, subtract from, or otherwise modify any of the terms, clauses, or provisions of the Agreement.
- 147 8. The fees and expenses of the arbitrator shall be shared equally by employer and the Association. The expenses of, and the compensation for, each and every witness and representative for either the employer or the Association shall be paid by the party producing the witness or having the representative.
- 148 9. The arbitrator shall render his/her decision in writing as soon as possible.
- 149 10. The arbitrator's decision, when made in accordance with his/her jurisdiction and authority established by this Agreement, shall be final and binding upon the employer, the Association, and the employee or employees involved.

#### SECTION F. TIME LIMITS

- 150 The time limits set forth in this Article may be extended only by mutual agreement of the parties. Whenever time limits are used in this Article actual receipt or a postmark, if mailed, will control.

ARTICLE XXII

MISCELLANEOUS

- 151 1. Medical/Dental Staff Bylaws, Rules and Regulations - Except as otherwise specifically provided in this Agreement, a House Officer shall be subject to the Bylaws, Rules and Regulations of the Medical/Dental staff of the University of Michigan, and as they may be amended from time to time. No matter concerning or arising under these Bylaws, Rules, Regulations shall be subject to the Complaint, Grievance, and Arbitration Procedure Article of this Agreement, except for those matters specifically provided in this Agreement. Each House Officer, at the time of employment, will be provided with a copy of the Bylaws, Rules and Regulations of the Medical/Dental staff of The University of Michigan.
- 152 2. Uniforms - The employer will provide five (5) white coats to each employee upon employment. Thereafter, a soiled or worn out coat may be exchanged by the employee on a one for one basis, for a clean coat which is in good repair.
- 153 3. Meal Allowance - A House Officer, who is required to remain in the Hospital for eighteen (18) or more continuous hours or who is required to remain in the Hospital for eighteen (18) hours of a twenty-four (24) hour period, beginning at 6:00 a.m., because he/she is so scheduled by his/her department, will be reimbursed by the employer, through procedures established by the employer, for the evening and the following morning meals, and the noon meal on Saturday and Sunday, purchased in

the Hospital cafeteria during that period. This provision will only apply when the House Officer is on assignment at University of Michigan Medical Center (UMMC). Reimbursement shall be for the amount of the meal not to exceed \$4.00 for the morning meal, \$5.50 for a noon meal, or \$6.00 for an evening meal. When patient care responsibilities at UMMC require that a House Officer work at least twelve (12) hours and remain until 10 p.m., reimbursement will be provided for the evening meal in the amount above.

153a The inflation factor applied to University Hospital budgets will be used to increase the evening meal reimbursement in the second and third years of the Agreement. The University and the Association will meet no later than April 1, 1994 and April 1, 1995 to determine the amount and effective date of the increases.

154 4. Off-Campus Assignments - Attendance at medical conferences, or research or training at an off-campus site, shall be subject to the approval of the employee's Service Chief as to the relevance of the subject matter and the service needs of the department. It is understood that when such an assignment is made, it shall not be counted as vacation time.

155 5. If a House Officer is assigned to a facility that is more than twenty (20) miles from the University, he/she shall receive reimbursement for mileage, in excess of twenty (20) miles, at the University's standard rate at the time of assignment. Reimbursement will be made by the House Officer's Department upon request of the House Officer.

Reimbursement shall not be required when a House Officer requests assignment, or when an opportunity is made available to a volunteer. Neither shall this additional salary amount be required if transportation is provided or made available by the employer.

- 156 6. Revised Appointment Year - House Officers I will be appointed for a period other than July 1 to June 30 in all departments. This period shall start and end approximately one week prior to July 1 and the following June 30. Exceptions to this provision may be made based on the availability of individual House Officers I or in departments where direct inpatient care is not provided. In the event that any House Officer I is assigned to remain on duty for one or more days following the end of the appointment year to assist in the orientation of new House Officers I, equivalent time off will be provided at some other time, either before or after the assignment.
- 157 7. Orientation for House Officers I - The employer will provide an orientation for new House Officers I whose appointments begin in June, 1984 and thereafter. A representative of the House Officers Association will be provided the opportunity to make a presentation.
- 157a 8. Upon request, departmental personnel, Association representatives and spokespersons, Chief residents and other appropriate personnel shall be provided the opportunity to be educated on the terms and content of this Agreement and the principles of mutual gains.

ARTICLE XXIII

SALARIES

SECTION A. HOUSE OFFICERS

- 158 House Officers shall be paid a monthly salary in accordance with the salary schedule as set forth in Appendix A, subject to the following requirements and limitations:
- 159 1. A House Officer paid directly from outside sources for services rendered for the employer also may be paid, but is not required to be paid by the employer, unless confirmed in writing to the employee. In such a case, the combined payments may exceed the appropriate salary level set forth in Appendix A.
- 160 In the event that pay directly from an outside source increases, an employee, who is also paid by the employer, may have his/her pay from the employer adjusted. In no case, however, shall such an adjustment result in a combined payment which is less than that which the employee received prior to the adjustment.
- 161 2. A House Officer paid directly by an affiliated hospital or any other facility or person, as a result of assignment by the employer, shall be paid by the employer for any portion of the time covered by the assignment. When such assignments include periods of time of less than a full calendar month, pay from the employer for the balance of the calendar month will be  $1/365$  of the House Officer's annual rate, as set forth in Appendix A, for each day covered by the assignment. Assignments will begin with the first day of work for the affiliated hospital or other facility or person and

end with the first day of work for the employer following the assignment.

162 3. Initial assignment of a House Officer to a salary level, as set forth in Appendix A, including assignments when a House Officer has changed from one residency program to another, shall be determined by his/her department chairperson, or equal level of supervision. In making this determination, factors considered will include relevant and satisfactory training and experience. Subsequent assignments to a salary level in a given residency program shall be to the next higher level and shall be determined by the department chairperson, or equivalent level of supervision, on the basis of satisfactory experience, level of performance and acceptance of responsibility.

163 When a House Officer is changing from one residency program to another, the department chairperson, or equivalent level of supervision, will discuss the appropriate salary level with the House Officer prior to assignment to a salary level. This assignment will be confirmed in writing.

163a No later than the end of the second full week of employment, an employee may request an advance on the salary which will be due for the first full month's employment. In the event of such an advance, the advance will be offset against either that month's salary or the next month's salary. Employees will be provided with information regarding this option prior to or during orientation.

SECTION B. CHIEF RESIDENTS

- 164 A House Officer who is appointed a Chief Resident may receive additional salary during the appointment period in an amount determined by the employer.

ARTICLE XXIV

WAIVER

- 165 The University and the Association acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the University and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right, and agrees the other shall not be obliged, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter referred to in the negotiation of this Agreement.

ARTICLE XXV

TERM OF AGREEMENT

166 This Agreement shall become effective on May 7, 1993 and shall remain in force and effect until and including October 31, 1995. It is understood that both parties agree to begin negotiations of a successor Agreement no later than sixty (60) calendar days prior to the expiration of this agreement, unless mutually agreed otherwise.

166a If a flexible benefits program is scheduled to be implemented by the University for employees not represented by a bargaining unit during this Agreement, either party may request a re-opening of the Agreement for the exclusive purpose of negotiating House Officer participation in the plan.

167 Executed this 7th day of May, 1993.

The Regents of  
The University  
of Michigan

The University of  
Michigan House  
Officers Association

Deborah Bland

Margie E. Becker

David D. Brown

Loren C. Gault

Harold G. Green

John H. Harter, M.D.

David A. Fox

Gene D. Ferris

Marion C. L. ...

John W. Flinn, M.D.

...

Mark ...

Therese J. ...

Jennifer McCullen

...

Joe ...

W. O. Snay, M.D.

...



APPENDIX A

HOUSE OFFICER SALARY SCHEDULE

168 Subject to the provisions of Article XXIII, House Officers shall receive compensation at the following full-time annual salary.

169 The schedule below will be implemented effective with the ratification of the Agreement. However, House Officers shall receive pay retroactive to November 1, 1992 in accordance with the schedule below:

<u>Level</u>	<u>Full-Time Annual Rate</u>
HO I	\$30,693
HO II	\$32,172
HO III	\$33,647
HO IV	\$35,124
HO V	\$36,600
HO VI	\$38,073
HO VII	\$39,552
HO VIII	\$41,028

170 Effective with the calendar month of November, 1993.

<u>Level</u>	<u>Full-Time Annual Rate</u>
HO I	\$31,000
HO II	\$33,137
HO III	\$35,245
HO IV	\$36,792
HO V	\$38,339
HO VI	\$39,881
HO VII	\$41,431
HO VIII	\$42,977

170A Effective with the calendar month of  
November, 1994.

<u>Level</u>	<u>Full-Time Annual Rate</u>
HO I	\$32,240
HO II	\$34,462
HO III	\$36,655
HO IV	\$38,264
HO V	\$39,873
HO VI	\$41,476
HO VII	\$43,088
HO VIII	\$44,696

## APPENDIX B

## ON-CALL ROOMS

171	<u>Room Number</u>	<u>Building</u>	<u>Number of Beds</u>	<u>Service</u>
		MedInn	2	Anes
	F4123	MCHC	2	Anes
	L3106	Women's	2	Anes
	D4825A	UH	2	Anes
	8009	UH	2	Med
	D6825A	UH	2	Med
	6008	UH	2	Med
	D7829A	UH	2	Med
	D6815A	UH	2	Med
	A7418	UH	2	Med
	A6419	UH	2	Med
	F4014	MCHC	2	OB
	F4121	MCHC	2	OB
	A8419	UH	2	OB/Gyn
	F5004	MCHC	2	Peds
	F4313	MCHC	2	Peds
	F4315	MCHC	2	Peds
	F5525	Mott	3	Peds
	L3112	Women's	2	Peds
	F8409A	Mott	2	Peds
	A5419	UH	2	Surg
	D4815A	UH	2	Surg
	1B416	UH	1	Surg
	D5825A	UH	2	Surg
	D5815A	UH	2	Surg
	L3110	Women's	2	Surg
	F5209	MCHC	2	Surg
	A4419	UH	2	Neurology

Also see Memorandum of Understanding, paragraph 188.

3. through pamphlets and in-services jointly developed and presented by Association and Medical Center.

For The Regents of  
The University  
of Michigan

The University of  
Michigan House  
Officers Association

By Worah Bland By Stan W. Jim MD

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

ASSIGNMENTS TO PRISON OR JAIL FACILITIES

185 This confirms our understanding that employees in the bargaining unit will be assigned to prison or jail facilities only on a voluntary basis.

For The Regents of  
The University  
of Michigan

The University of  
Michigan House  
Officers Association

By *Robert Kland* By *John W. [unclear]*

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

EMPLOYEE INFORMATION

187 This confirms the University's policy of not providing employee information (names, addresses, telephone number) for political or commercial purposes.

For the Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By Deborah Bland By John W. Thompson, D.

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

FEMALE ON-CALL ROOMS

188 The House Officers Association shall have the right to designate, subject to approval by the employer, as many as three (3) on-call rooms in University Hospital and one (1) each at the Mott and Women's Hospitals for female use exclusively. These designations may be changed by the House Officers Association, subject to approval by the employer.

For The Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By *Heborah Bland* By *John W. Johnson M.D.*

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

INFORMATION TO PROSPECTIVE HOUSE OFFICERS

- 189 This confirms our understanding that the employer will include the following statements in program descriptions given to prospective House Officers:
- 190 1. House Officers may be assigned duties in ambulatory care and outreach clinics, or other similar institutions.
- 191 2. Assignment to prison or jail facilities will be only on a voluntary basis.
- 192 3. House Officers must pay either Association Dues or a Representation-Service Fee as a condition of employment.

For The Regents of The University of  
The University Michigan House  
of Michigan Officers Association

By *Heborah Bland* By *John W. Johnson, M.D.*

Date: 5-7-93



MEMORANDUM OF UNDERSTANDING

JCAH SURVEYS

193 This confirms our understanding that the House Officers Association will be notified in advance of accreditation surveys conducted by the Joint Commission of Accreditation of Hospitals (JCAH). Such notice will be provided in writing on a timely basis.

For The Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By Deborah Bland By Stan W. Thompson

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

ON-CALL PARKING

195 This University agrees to provide designated parking for an employee who is specifically designated as on-call. Spaces will be provided in M-18, currently designated for patient/visitor parking, adjacent to the Taubman Center between 8:00 p.m. and 9:00 a.m. It is understood that employees who are required to remain in the parking structure after 9:00 a.m. will not be required to pay the fee generated from 9:00 a.m. until time of departure, provided the parking ticket is validated in the employee's department prior to leaving the parking area. If an employee is unable to validate the parking ticket that day, he/she will be reimbursed through his/her departmental office in a timely manner upon presentation of a receipt for the cost of parking.

195a An employee who has been assigned to an off-site location and is required to return to the Hospital between the hours of 7:00 a.m. and 4:00 p.m. will not have to pay for parking fees incurred in the Patient/Visitor parking area during the required return period, provided the parking ticket is validated in the employee's department prior to leaving the parking area. If an employee is unable to validate the parking ticket that day, he/she will be reimbursed through his/her departmental office in a timely manner upon presentation of a receipt for the cost of parking.

196 The University reserves the right to modify this arrangement upon two weeks notice to the Association; provided, however that no such notice will be given until the Association has had an opportunity to discuss the matter with the employer in an effort to solve the problem.

While the employer cannot foresee every reason for modification, modification will not be unreasonably exercised, i.e., will not be exercised without good reason. It is understood that impact on Patient/Visitor parking needs would be reason for modification. In any case, however, abuse of this arrangement shall always be reason for modifying the current arrangement.

For The Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By Liberal Bland By Don W. Johnson M.D.

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

PRESCRIPTION DRUG RIDER

198 The University agrees to provide and maintain during the term of this Agreement, a two dollar (\$2.00) Co-Pay Prescription Drug Rider to begin on or before July 1, 1982, that is no less than the Michigan Blue Cross/Blue Shield Plan.

For The Regents of The University of Michigan	The University of Michigan House Officers Association
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By *Nubrah Bland* By *John W. Thompson*

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

SHARED AND PART-TIME RESIDENCIES

199 This confirms our understanding that when and if it becomes necessary to develop a plan to implement regulations that may be published under Section 709 of the Health Professions Assistance Act of 1976, the University will include House Officers in this planning effort.

For The Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By *Albert Bland* By *John W. Johnson, M.D.*

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

VETERAN'S ADMINISTRATION  
DEANS COMMITTEE

- 200 This confirms our understanding and support of the following letter from Lloyd Jacobs, M.D., Chief of Staff and Edward L. Gamache, Director of the Veteran's Administration Hospital. The Veteran's Administration Dean's Committee will monitor the conditions outlined in the letter to assure compliance.

Medical Center      2215 Fuller Road  
Ann Arbor, MI 48105

April 16, 1993

Giles G. Bole, M.D.  
Dean  
University of Michigan Medical School  
M7324A Med Sci I  
Ann Arbor, MI 48109

Dear Dr. Bole:

- 201 This letter is written to update the Memorandum of Understanding for the Agreement between the Regents of the University of Michigan and the University of Michigan House Officers Association.
- 202 House Officers should recognize that the VA healthcare system offers unique opportunities for understanding managed healthcare. Limited resources create differences in policies and procedures for the care of patients. The House Officers rotating at the Ann Arbor VA are viewed by veterans and VA employees as VA

physicians and should assume the responsibilities of that role. During their rotations at the VA, House Officers are subject to the rules and regulations of the VA, provided that such rules are not inconsistent with the provisions herein, and provided that nothing shall be construed to require any party to act contrary to any federal law or regulation.

203 The VA Residency Review Committee will hear House Officer issues related to patient care, work and work environment that are not department-specific. A House Officer representative selected by the HOA will continue to participate in the Residency Review Committee. The Residency Review Committee meets quarterly; additional meetings may be requested by either party. Department specific issues should be brought to the attention of the VA Service Chief. If further discussion is needed, the Associate Chief of Staff for Education at the VA and/or the Chairman of the University of Michigan department may be involved.

204 The Triage Officer of the Evening (TOE) duty will be provided by House Officers without duties elsewhere in the medical center from 7:00 p.m. to 7:00 a.m. on weekdays, and from 8:00 a.m. to 8:00 a.m. the following day on weekends and holidays. R.N. support will be present from 7:30 a.m. to 12 midnight seven days a week and LPN support on an as-needed basis from 12 midnight to 7:30 a.m. Nurses will perform venipuncture, IV placement, blood gases, blood cultures and placement of nasogastric and urinary catheters, as time permits. A daily schedule of staff on-call physicians will be posted on the Emergency Treatment Room door. Each case seen by the TOE will be reviewed in the morning by a staff physician with written feedback given to

residents regarding each case.

- 205 The House Officers assigned to the Walk-In Clinic will be Postgraduate Year 2 level or higher and will be assigned from the Internal Medicine Service by the Chief, VA Medical Service. Reference texts will be located in the Walk-In Clinic area and be reviewed on a regular basis by the Associate Chief of Staff for Ambulatory Care and be updated as appropriate. The Ambulatory Care/Emergency Room procedure/instructional manual will be available in the Emergency Treatment Room at all times. The Walk-In Clinic will have oxygen, and electrocardiogram machine and cardiopulmonary arrest equipment and supplies available.
- 206 The Surgical Officer of the Day (SOD) will start their duty at 3:30 p.m. (although the duty could start at 5 p.m. if all the surgical services would agree to have a House Officer in-house until 5 p.m.). The duty hours extend to 7:00 a.m. on weekdays and from 8:00 a.m. to 8:00 a.m. on weekends and holidays. SOD duty covers all urgent or emergent consults, whether from the emergency room, in-patient medicine or psychiatry services, or other surgical services after the primary team has left for the day.
- 207 House Officers who are required by their service to be in-house overnight shall have suitable and secure call rooms.

Meal hours for House Officers who will be in-house for more than 12 hours of the day will be available on the following basis:

From 6:00 - 7:00 a.m., a cold breakfast (juice, fruit, cereal) will be available with a hot breakfast available after 7:00 a.m.

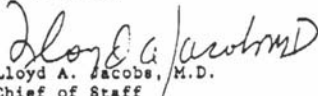


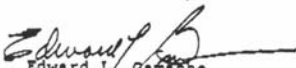
From 4:45 p.m. to 6:00 p.m., a hot meal is available with a cold meal (usually sandwich, etc.) available from 6:00 p.m. to 7:00 p.m.

The VA will attempt to provide lockers or secured areas for belongings for all House Officers by January 1, 1994.

- 208 The VA recognizes the difficulty in obtaining results of studies (especially cardiology studies and nuclear medicine studies) and will make every attempt to have the results available by computer or in a log in an accessible location by January 1, 1994.

Sincerely,

  
Lloyd A. Jacobs, M.D.  
Chief of Staff

  
Edward L. Gamache  
Director

- 210 It is understood that disagreements or needs for clarification which may arise over conditions outlined in this letter may be discussed at the V.A. Residency Review Committee and may be referred after discussion at the Residency Review Committee to the VA Dean's Committee.

For The Regents of The University of Michigan      The University of Michigan House Officers Association

By Albion Bland By Jan W. Johnson

Date: 5-7-93

## MEMORANDUM OF UNDERSTANDING

### WORK SCHEDULES

- 212 This confirms our understanding that each section of a department, or the department if no sections, (except the Department of Surgery) will review the current system for scheduling patient care responsibilities for House Officers, and will develop a work schedule, in conjunction with at least a Chief Resident, or confirm an existing one, such that each House Officer will be provided release time from assigned patient responsibilities for an average of approximately four (4) twenty-four (24) hour periods per calendar month provided; however, that employee absences or unusual variations in patient care responsibilities may make this provision operationally impractical during any given period of time. It is understood that having no patient assignments on Saturday or Sunday is release time. In addition, each department except the Department of Surgery, will schedule primary call no more than one night in every three provided, however, that employee absences or unusual variations in patient care responsibilities may make this provision operationally impractical during any given period of time. In the Department of Surgery, a committee of Faculty and House Officers will evaluate House Officer scheduling and the distribution of House Officers among services in order to maximize patient care and House Officer release time from patient responsibilities. It is the intent of the Department of Surgery to follow the Residency Review Committee (RRC) guidelines with respect to frequency of primary call.
- 213 In recognition of current standards established by the American Board of Emergency Room Physicians, all House Officers working in the University of Michigan Emergency Room shall

be limited to working no more than twelve (12) hours in a given twenty-four (24) hour period.

- 214 If a House Officer's schedule is inconsistent with the above, the HOA or the House Officer may have the matter explained by the Program Director, and, at either the HOA's or House Officer's request, have the Program Director's decision reviewed by the Chief of Clinical Affairs and the Dean of the Medical School. In such a case, the decision of the reviewer will be final.

For The Regents of The University of Michigan  
The University of Michigan  
of Michigan

The University of Michigan House Officers Association

By Nehorah Bland By John W. Thum M.D.

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

ANCILLARY SERVICES  
(IV/BLOOD DRAW/BLOOD CULTURES)

215 It is the Employer's intent that House Officers not be primarily responsible for the placement and maintenance of IV catheters. The employer agrees to maintain the IV therapy services between hours of 5:00 a.m. and 1:00 a.m. Further, it is the Employer's intent that House Officers not be primarily responsible on a routine and recurring basis for venipuncture, including blood cultures. The employer agrees to assure that no less than the current level of blood drawing services will be maintained on a round the clock basis during the term of the agreement.

216 The University will allocate \$150,000 per year during the term of this Agreement for re-investment in Ancillary Services. The Medical Center and the Association agree to work cooperatively to achieve the following goals:

1. Increase the proportion of blood draws done by phlebotomy from current level of 65% on General Care units in University, Mott & Women's Hospitals.
  - A. Specific goals for increases in phlebotomy blood draws will be established by the Executive Director's House Officers Advisory Committee (EDHOAC), by January 15, 1994, following completion of the pilot study.
  - B. It is understood that achieving this goal will not be accomplished by shifting the most complex blood draws (e.g. peak & trough blood cultures and stat blood draws) to House Officers.

2. Reduce utilization of laboratory testing.
3. Increase compliance with peak and trough protocols.
4. Evaluate alternatives to reduce blood culture draws by House Officers in Intensive Care Units.
5. Increase proportion of discharge plans completed the night before.
6. Improve availability and response time for EKG and chest X-Ray services.
7. Reduce patient length of stay.
8. Evaluate alternatives for the availability of IV therapy services between 1:00 a.m. and 5 a.m.

Evaluation of progress toward goals will be monitored by HOEDAC six (6) months from execution and quarterly thereafter.

For The Regents of      The University of  
The University      Michigan House  
of Michigan      Officers Association

By Robert Bland      BY John W. Johnson

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

LOAN REFINANCING

217 The University and the Association agree to explore the feasibility of an educational loan re-financing program for House Officers. A joint committee will be established by September 1993, with a report to be submitted to joint bargaining committees no later than September 1995.

For The Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By Deborah Bland By John W. Thurman M.D.

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

PROBLEM RESOLUTION

218 The parties are committed to continuing the collaborative problem-solving efforts begun during the 1992-93 negotiations and to enhancing communication and the prompt resolution of issues which may arise during the term of this Agreement.

To this end, the University will create a departmental problem-solving mechanism(s) and communicate it to the House Officers and the Association. Further, the University will designate an administrative liaison to work with the Association and Departments to assist in resolving issues that are not resolved at the Departmental level.

For The Regents of  
The University  
of Michigan

The University of  
Michigan House  
Officers Association

By Almond Bland By John W. Johnson M.D.

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

(EDUCATIONAL SPACE)

219 The Educational Space Advisory Committee will determine the amount, type and location of education space needed to meet the Medical Center educational needs including an inventory of sleep, study and locker needs. The report of the committee will be shared with the Joint HOA/UMMC Bargaining Teams within one month of its submission to the Dean of the Medical School and the Executive Director of the Hospital.

If, by January 15, 1994, it is anticipated that the plan for resolving unmet sleep space needs cannot be implemented by September 1, 1994, the University will implement interim arrangements.

For The Regents of  
The University  
of Michigan

The University of  
Michigan House  
Officers Association

By Melborah Bland By Sean W. Flynn M.D.

Date: 5-7-93



MEMORANDUM OF UNDERSTANDING

LOCKERS

220 The University will allocate \$20,000 during the term of this Agreement for the purchase of lockers. The Association and the University will mutually agree to the location of these additional lockers, within six (6) months of execution.

For The Regents of  
The University  
of Michigan

The University of  
Michigan House  
Officers Association

By *Alborah Bland* By *John W. Johnson M.D.*

Date: 5-7-93

MEMORANDUM OF UNDERSTANDING

DRUG/ALCOHOL TESTING

221 Within thirty (30) days of the execution of this Agreement the University and the Association will negotiate procedures to be used if the University requests a drug or alcohol test of a House Officer, pursuant to the Medical/Dental Staff Bylaws, Rules and Regulations.

For The Regents of	The University of
The University	Michigan House
of Michigan	Officers Association

By Neilah Beard By John W. Flynn M.P.

Date: 5-7-93

## MEMORANDUM OF UNDERSTANDING

### DISPUTE RESOLUTION

222 The Agreement contains a number of different procedures for resolving disputes and problems. This memorandum provides a brief description of these procedures, indicates the types of issues each procedure is designed to address and cites the location of the complete procedure in the Agreement.

#### 223 ARTICLE XI, CONFERENCES

Either the Association or the University may request a Conference to discuss matters of mutual interest or to share information. Issues raised under this procedure generally do not involve the concerns of a single House Officer. Any issues under consideration in the Complaint, Grievance and Arbitration Procedure (Article XXI, described below) may not be discussed in the Conference format.

#### 224 ARTICLE XII, PATIENT CARE AND WORK ENVIRONMENT

This Article describes two procedures which a House Officer may follow if, in the interest of patient care, s/he decides to perform the work of another professional or non-professional employee (clerk, messenger, etc.) when s/he believes that doing so will prevent him/her from delivering other important medical care.

#### 225 ARTICLE XII-A, SUPPORTIVE AND ANCILLARY SERVICES AND OTHER MATTERS

This Article describes the membership and functions of the Executive Director's House Officer Advisory Committee. The Committee is specifically charged with reviewing issues related to ancillary services, work and work

environment and cost containment proposals which may affect patient care and House Officer workload.

226 ARTICLE XX, DISCIPLINE

A House Officer may be disciplined (including discharge from employment and termination from a training program) for misconduct or unsatisfactory performance under three different procedures, each with its own resolution process.

1. A House Officer disciplined for misconduct in the employment relationship may appeal this discipline through the process described in Article XXI, Complaint, Grievance and Arbitration procedure.
2. A House Officer disciplined for unsatisfactory academic performance may appeal this discipline through the due process mechanism maintained by each Department. In addition, A House Officer may appeal a departmental academic decision to the University of Michigan Medical Center Graduate Education Advisory Committee. This appeal process is described in the Joint Staff document titled: "Procedure for Appeal of Academic Decisions Including Suspension or Termination from, or Non-Reappointment to, a UMMC Graduate Medical Education Program."
3. If action is taken as a result of a formal complaint received by the Executive Committee on Clinical Affairs, A House Officer may appeal this action through the procedures described in Article IX of the Bylaws, Rules and Regulations of the Medical/Dental Staff

of the University of Michigan.

227 ARTICLE XXI, COMPLAINT, GRIEVANCE AND  
ARBITRATION PROCEDURE

This article describes the grievance procedure, a formal mechanism for resolution of disagreements between a House Officer and the University or between the Association and the University involving interpretation or application of the terms of the Agreement. The University and the Association may mutually agree to add a process for dispute mediation prior to arbitration. In this event, the parties will agree on a list of mediators to use and will share the costs of mediation equally.

228 MEMORANDUM OF UNDERSTANDING: VETERAN'S  
ADMINISTRATION DEAN'S COMMITTEE

Paragraph 210 of this Memorandum describes the mechanism used to ensure compliance with the specific provisions of the Memorandum regarding certain conditions at the Veterans' Administration Hospital.

229 MEMORANDUM OF UNDERSTANDING: PROBLEM  
RESOLUTION

This Memorandum addresses the creation by each Clinical Department of a process to solve intra-departmental problems. There is also a provision for referral of unresolved issues to an Administrative Liaison to be designated by the University.

230 MEMORANDUM OF UNDERSTANDING: WORK SCHEDULES

Paragraph 214 of this Memorandum describes the process for review of a House Officer's work schedule. This review may be requested by either the House Officer or the Association

when either believes that the schedule is inconsistent with the Memorandum. The first level of review is the House Officer's Program Director. The final level of review is the Chief of Clinical Affairs and the Dean of the Medical School.

A House Officer who is uncertain about which procedure to use to address an issue of concern may obtain additional clarification from either the House Officers' Association or the Staff and Union Relations Office of the Medical Campus Department of Human Resources.

For the Regents of The University of Michigan  
The University of Michigan  
of Michigan

The University of Michigan House Officers Association

By *Nikora Bland* By *Jan W. Finn, M.D.*

Date: 5-7-93









# 1993

## JANUARY

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## FEBRUARY

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## MARCH

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## APRIL

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## MAY

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## JUNE

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## IMPORTANT DATES

### JANUARY

- 1 New Year's Day
- 18 Martin Luther King, Jr. Day

### FEBRUARY

- 12 Lincoln's Birthday
- 14 Valentine's Day
- 15 Washington - Lincoln Day
- 22 Washington's Birthday
- 24 Ash Wednesday

### MARCH

- 17 St. Patrick's Day

### APRIL

- 4 Daylight Saving Time begins
- 4 Palm Sunday
- 5 Passover begins at sundown
- 6 Passover
- 9 Good Friday
- 11 Easter Sunday
- 21 Professional Secretaries Day<sup>®</sup>

### MAY

- 9 Mother's Day
- 15 Armed Forces Day
- 24 Victoria Day (Canada)
- 30 Memorial Day
- 31 Memorial Day Observed

### JUNE

- 14 Flag Day
- 20 Father's Day
- 24 St-Jean (Quebec)

### JULY

- 1 Canada Day (Canada)
- 4 Independence Day

### SEPTEMBER

- 6 Labor Day
- 15 Rosh Hashanah begins at sundown
- 16 Rosh Hashanah
- 24 Yom Kippur begins at sundown
- 25 Yom Kippur

### OCTOBER

- 11 Columbus Day Observed
- 11 Thanksgiving Day (Canada)
- 12 Columbus Day
- 24 United Nations Day
- 31 Daylight Saving Time ends
- 31 Halloween

### NOVEMBER

- 2 Election Day
- 11 Veterans Day
- 11 Remembrance Day (Canada)
- 25 Thanksgiving Day

### DECEMBER

- 8 Hanukkah begins at sundown
- 9 Hanukkah
- 25 Christmas Day
- 26 Boxing Day (Canada)

## JULY

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## AUGUST

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## OCTOBER

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## DECEMBER

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# 1994

## JANUARY

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## FEBRUARY

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## MAY

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## JUNE

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## IMPORTANT DATES

### JANUARY

- 1 New Year's Day
- 17 Martin Luther King, Jr. Day

### FEBRUARY

- 12 Lincoln's Birthday
- 14 Valentine's Day
- 16 Ash Wednesday
- 21 Washington - Lincoln Day
- 22 Washington's Birthday

### MARCH

- 17 St. Patrick's Day
- 26 Passover begins at sundown
- 27 Passover
- 27 Palm Sunday

### APRIL

- 1 Good Friday
- 3 Daylight Saving Time begins
- 3 Easter Sunday
- 27 Professional Secretaries Day\*

### MAY

- 8 Mother's Day
- 21 Armed Forces Day
- 23 Victoria Day (Canada)
- 30 Memorial Day

### JUNE

- 14 Flag Day
- 19 Father's Day
- 24 St-Jean (Quebec)

### JULY

- 1 Canada Day (Canada)
- 4 Independence Day

### SEPTEMBER

- 5 Labor Day
- 5 Rosh Hashanah begins at sundown
- 6 Rosh Hashanah
- 14 Yom Kippur begins at sundown
- 15 Yom Kippur

### OCTOBER

- 10 Columbus Day Observed
- 10 Thanksgiving Day (Canada)
- 12 Columbus Day
- 24 United Nations Day
- 30 Daylight Saving Time ends
- 31 Halloween

### NOVEMBER

- 8 Election Day
- 11 Veterans Day
- 11 Remembrance Day (Canada)
- 24 Thanksgiving Day
- 27 Hanukkah begins at sundown

### DECEMBER

- 25 Christmas Day
- 26 Boxing Day (Canada)

## JULY

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## AUGUST

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## SEPTEMBER

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## OCTOBER

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**JANUARY**

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**MARCH**

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**JUNE**

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## IMPORTANT DATES

**JANUARY**

- 1 New Year's Day
- 16 Martin Luther King, Jr. Day

**FEBRUARY**

- 12 Lincoln's Birthday
- 14 Valentine's Day
- 20 Washington - Lincoln Day
- 22 Washington's Birthday

**MARCH**

- 1 Ash Wednesday
- 17 St. Patrick's Day

**APRIL**

- 2 Daylight Saving Time begins
- 9 Palm Sunday
- 9 Good Friday
- 14 Passover begins at sundown
- 15 Passover
- 16 Easter Sunday
- 26 Professional Secretaries Day®

**MAY**

- 14 Mother's Day
- 20 Armed Forces Day
- 22 Victoria Day (Canada)
- 29 Memorial Day Observed
- 30 Memorial Day

**JUNE**

- 14 Flag Day
- 18 Father's Day
- 24 St-Jean (Québec)

**JULY**

- 1 Canada Day (Canada)
- 4 Independence Day

**SEPTEMBER**

- 4 Labor Day
- 24 Rosh Hashanah begins at sundown
- 25 Rosh Hashanah

**OCTOBER**

- 3 Yom Kippur begins at sundown
- 4 Yom Kippur
- 9 Columbus Day Observed
- 9 Thanksgiving Day (Canada)
- 12 Columbus Day
- 24 United Nations Day
- 29 Daylight Saving Time ends
- 31 Halloween

**NOVEMBER**

- 7 Election Day
- 11 Veterans Day
- 11 Remembrance Day (Canada)
- 23 Thanksgiving Day

**DECEMBER**

- 17 Hanukkah begins at sundown
- 18 Hanukkah
- 25 Christmas Day
- 26 Boxing Day (Canada)

**JULY**

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**AUGUST**

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